



Informational Notes for First Responders and Officials

Bulletin #56 – August 13, 2004
SEMA's Homepage: sema.dps.mo.gov

Status of the FY-04 Homeland Security Grants

The application package known as the Initial Strategy Implementation Plan (ISIP) has been submitted to the Office of Domestic Preparedness (ODP) for the FY-2004 State Homeland Security Grant Program. We are waiting for ODP approval of the ISIP for Missouri. The different grant programs that are included in this application (ISIP) are:

1. County/City Grant Program
2. Competitive Volunteer Fire Department/Fire District Grant Program
3. HSRT/FRRT Sustainment Grant Program
4. Law Enforcement Terrorism Prevention Program LEA Ensemble
5. Competitive Law Enforcement Terrorism Prevention Program Grant
6. State Agency Allocations
7. EMS Ensemble

When the approval is granted, SEMA will conduct a series of Grant Workshops in order to award sub-grants and provide instruction on the procedures required for reimbursements. Any questions call Tom Mohr at 573-526-9245 or Jim Wakeman at 573-526-9143.

Threat to Nation's Financial District Raises Alert Level in East

On August 1, 2004, Homeland Security Secretary Tom Ridge announced evidence of a possible attack on America's Financial District. The threat level was raised to Orange in major Northeast Cities.

Missouri's Homeland Security Director Tim Daniel said, "There has been no threat information associated with Missouri. However the implication for Missouri's security managers and its citizens of this announcements is to maintain vigilance, look for those who might be conducting reconnaissance and report it to local authorities. As security becomes ever tighter in New York and Washington DC we must assume the evil may shift focus elsewhere."

ODP Announces Firefighter Grants (Rounds 9, 10, 11)

The Office of Domestic Preparedness announced 18 Missouri Fire Departments received Firefighter assistance grants.

Departments receiving grants for Firefighting Vehicles are: Oran FPD (\$225,000); Pierce City RFA (\$153,000).

Departments receiving grants for Operations and Firefighter Safety are: Bethany FD (\$13,509); Caney Mountain VFP (\$19,268); Centralia FD (\$30,420); Clayton FD (\$49,380); Clearwater FPD (\$31,950); Competition FD (\$55,292); Cowgill/Town and Country VFD (\$35,460); Doe Run FPD (484,375); DeSoto RFPD (\$110,419); Ellington VFD (\$66,242); Fair Play FD (\$5,118); Rich Hill FD (\$40,808); Rosendale FPD (\$64,350).

Departments receiving grants for Fire Prevention and Safety are: Olivette FD (\$7,489); Berkeley FD (\$11,169) and Kansas City MO FD (\$64,127).

Spring Severe Storm Disaster Update on DR 1524

Telephone registration for the May 2004 Spring Severe Storms - DR 1524 closed on August 10. As of August 11, 2004, the Department of Homeland Security's Federal Emergency Management Agency (FEMA) had received 1178 applications for disaster assistance from Missouri disaster victims. As of August 11, 2004, the total

Assistance approved was \$1,262,338.78 which breaks down to: \$953,208.93 in the Housing Assistance program; and \$309,129.85 in the Other Needs Assistance program.

The Missouri Department of Natural Resources Is Looking For Active And Inactive Dry Cleaner Facilities....

Missouri's Dry Cleaning Environmental Response Trust (DERT) Fund was established by Senate Bill 577 and authorized in RSMo 260.920. It became effective on August 28, 2000. The DERT Fund was established to provide monies for assessment, investigation, and remediation of releases of solvents from dry cleaning facilities. All dry cleaning facilities, including coin operated dry cleaners, are subject to the requirements of this statute. Prisons, government entities, hotels, motels, and industrial laundries are specifically exempt. Revenue to the DERT Fund is generated from an annual facility registration surcharge and from a surcharge based on the amount of gallons provided to the facility.

In reviewing programs from other states, it is estimated that between 70-85% of active and abandoned dry cleaner sites are contaminated with dry cleaning solvent levels in soil and groundwater that exceed their state applicable cleanup guidelines. Many abandoned dry cleaner sites remain unused and cannot be sold in a property transaction. Active sites that have contamination or perceived contamination may also have problems with completing property transactions.

This program will allow active and abandoned dry cleaning sites to conduct cleanups at sites that have soil, groundwater, and surface water contamination resulting from releases of dry cleaning solvents. This will allow for better protection of human health and the environment from remediation of these contaminants or by reducing the exposure to the risk posed by the contamination. This will help facilitate successful property transactions at active and former facilities and keep or return these properties into productive use.

The DERT Fund is in the rule development phase. The department anticipates that the rules will become effective in December 2004. Seminars on the DERT Fund will be posted on the DERT Fund Web site at www.dnr.mo.gov/alpd/hwp/hwpvcp-dryclean.htm.

Contact information: Ken Koon, DNR's DERT program at (573) 526-8913 or ken.koon@dnr.mo.gov

Emergency Response Guidebook Update

The process to print and distribute the 2004 version of the Emergency Response Guidebook continues to move forward. The Federal Department of Transportation office reviewed/adjusted/approved the proofs last week. They are sending a representative to the press later this week. The Missouri Emergency Response Commission (MERC) anticipates the printing phase of the project to be completed by the end of August with delivery to be completed by mid to late September.

Disaster Resources Handbook CD

By Eric S. Evans, University of Missouri Extension

The University of Missouri Extension's Disaster Resources Handbook on CD ROM is ready for delivery. The cost for the development of this CD was paid for by a grant from the USDA in collaboration with the Extension Disaster Education Network (EDEN).

The project's goal was to gather important and relevant documents into one handbook. In 2003, MU Extension had a handbook in two separate 3" binders with 300+ pages apiece. It was decided to offer this information on CD ROM for the cost of duplication plus shipping and handling.

MU Extension collected documents, fact sheets and web links from all across the United States. These documents were placed in the CD into common sense file folders and often duplicated the same document many times into separate folders if it was relevant. This keeps you from having to search the entire CD for related documents or links. To find specific information related to a hazard or disaster event, look in the file folder called "Specific". You are encouraged to print the table of contents and place that in a binder with tabs for quick reference to the CD's contents and the full names of the documents in the folders. Please do not duplicate this CD because this violates two dozen copyright permissions.

To order go to <http://www.muferti.org/shop/packs.htm#cd>

New NWR Warning Event Codes Will Be Implemented on Sept. 8, 2004

On September 8, 2004 NOAA Weather Radio (NWR) will begin national implementation of the new Specific Area Message Encoding/Emergency Alert System (SAME/EAS) event warning codes for a variety of non-weather events. Non-weather related EAS messages are prepared by **local or state civil authorities** and may be relayed over NWR and EAS. The NWS **does not initiate** non-weather related EAS messages. NWR users will be able to program their receivers to relay only chosen alert messages such as fire warnings, AMBER alerts, local area emergencies, radiological or nuclear power plant warnings, and earthquake, landslide or volcano warnings. Users who do not want to receive certain types of alerts can program their receivers accordingly.

The Federal Communications Commission, which makes the rules concerning EAS, dictated the event code changes. The NWS delayed implementation of the new SAME/EAS event codes to allow EAS equipment manufacturers time to upgrade their products to accommodate the new codes and to allow broadcasters time to upgrade their EAS equipment.

NWS is upgrading existing warning-generation software and weather radio formatters to handle the new codes. NWR receiver owners should check their receiver's documentation or contact the manufacturer to see if the new event codes are already programmed into the receiver or if they can be manually added. Customers with the most current generation of weather radios featuring the capability to program the new codes should program their new SAME/EAS event codes before September 8. If the new event codes cannot be added to existing NWR receivers, the receiver may generate an unknown event alarm.

Owners of non-upgradeable radios wishing to receive the new codes will have to purchase a newer model radio receiver.

A list of the current and new SAME/EAS codes to be implemented on June 30 is available at www.nws.noaa.gov/os/eas_codes.htm. Recommended definitions and content of non-weather event messages is available at www.fcc.gov/eb/eas/.

EIIP Virtual Forum on National Preparedness Month Set for Aug 18

The "EIIP Virtual Forum" will be offering an on-line presentation/chat about National Preparedness Month on Wednesday, August 18, from 11 a.m. to noon CST. The presenter will be Lara Shane of the Department of Homeland Security Public Affairs Office. She will explain National Preparedness Month from the perspective of her federal agency.

For more information about the EIIP Virtual Forum, visit <http://www.emforum.org>. If you cannot join the EMFORUM August 18, a transcript will be posted on that web site by the end of the day on August 18.

Missouri Sets Sept 9 Event for National Preparedness Month

Are you prepared for a natural or a manmade disaster? In Missouri, National Preparedness Month organizers want you and your family to:

- Creates a family disaster plan and a family communications plan;
- Build a disaster supply kit for home, work and car;
- Knows where to get information;
- Get trained in lifesaving safety skills (CERT, CPR or First Aid);
- and Volunteer! Some volunteer groups include: Citizen Corps, Volunteers In Police Services, Medical Reserve Corps, Neighborhood Watch, American Red Cross, Salvation Army and church affiliated disaster response organizations.

This September 9, Missouri will kickoff National Preparedness Month with a rally at the Missouri Capitol south lawn, from 11 a.m. – 3 p.m. Come, learn about volunteering opportunities and visit preparedness displays by State agencies, Citizens Corps programs, volunteer organizations and emergency preparedness partners. Governor Bob Holden will give opening remarks at 11:30 a.m.

What Is National Preparedness Month?

The Missouri State Citizen Corps Council / Disaster Recovery Partnership, Missouri Voluntary Organizations Active in Disaster, SEMA, Missouri Office of Homeland Security and Missouri Department of

Health and Senior Services are launching National Preparedness Month in Missouri with a rally on the south lawn of the Missouri Capitol on September 9. Governor Holden is invited to speak. Local and state Citizen Council members are invited along with affiliate and partner agencies.

At the national level, the U.S. Department of Homeland Security, The America Prepared Campaign, American Red Cross, National Association of Broadcasters and U.S. Department of Education have joined a coalition of more than 50 national organizations to engage Americans in emergency preparedness by launching National Preparedness Month on September 9. All 56 state and territorial governors have pledged to mark National Preparedness Month with local events.

National Preparedness Month will provide Americans with a variety of opportunities to learn more about ways they can prepare for an emergency, build an emergency supply kit, establish a family communications plan, and become better aware of threats that may impact communities. It will also provide them with several opportunities to volunteer or get first aid or CPR training. State and local governments, individual communities, private businesses and nonprofit organizations will host events or promote preparedness steps around the country during September to encourage all Americans to prepare for emergencies in their homes, businesses and schools.

10 Things You Should Know About the Missouri Sunshine Law

James Klahr of the Missouri Attorney General's Office made the following points in a presentation on the Missouri Sunshine Law to the Deputy's Council to the Homeland Security Taskforce.

- 1. When in doubt, a meeting or record of a public body should be opened to the public.**
- 2. The Sunshine Law applies to all records, regardless of what form they are kept in, and to all meetings, regardless of the manner in which they are held.** Note: Public bodies are strongly encouraged to make information available in usable electronic formats to the greatest extent possible. Requests for records in a format other than paper must be honored. A quorum of a public body discussion public business via telephone requires a meeting notice and public access. The custodian of records must retain emails sent to a quorum of a public body.
- 3. The Sunshine Law allows a public body to close meetings and records to the public in some limited circumstances, but it almost never requires a public body to do so.** Other laws may require confidentiality for specific records i.e. HIPPA. A member may enter an objection to closing a meeting in the minutes and avoid civil liability if the closure is later found to be improper. *Operational guidelines or policies developed to prevent or respond to terrorist acts, including information voluntarily submitted by private entities may be closed records. **Note Section 19: Unless deemed "essential", voluntary information/plans should be returned to the private entity.
- 4. A public body generally must give at least 24 hours public notice before holding a meeting. If the meeting will be closed to the public, the notice must state the specific provision of the law that allows the meeting to be closed.** Notice of the meeting must contain Time, Date, Place, and Tentative Agenda of the meeting. The notice must be posted at a public body's main office, 24 hours in advance excluding weekends and holidays. ** The public must be given notice of and an opportunity to observe meetings conducted by electronic means.
- 5. Each public body must have a written Sunshine Law policy and a custodian of records whose name is available to the public upon request.** The policy must include: name and address of custodian, schedule of copying fees and deadlines for filing requests.
- 6. The Sunshine Law requires a custodian of records to respond to a records request as soon as possible but no later than *three business days* after the custodian receives the request.** The public is entitled to inspect and receive copies of public records. If the records are not available within three days the custodian must explain why (research) and when available. Custodians must design records to facilitate separation of both open and closed materials. Penalties: \$1000 per violation for "knowingly" violating Sunshine Law or \$5000 per violation plus attorney fees for "purposely" violating Sunshine Law.

7. The Sunshine Law deals with whether a public body's records must be opened to the public, but it generally does not state what records the body must keep or for how long. A body cannot avoid a records request by destroying records. Chapter 109, RSMo., and the records retention schedules promulgated by the Secretary of State govern records retention. At a minimum, Meeting minutes must contain: date, time, place, members present, members absent and record of votes taken.

8. The Sunshine Law requires a public body to grant access to open records it already has, but it does not require a public body to create new records in response to a request for information. A list of e.g., licenses may not exist even though the information is available by copying or inspecting all individual licenses. For frequently requested information, compiling it in a user-friendlier format may save time in the long run.

9. When responding to a request for copies of its records, a public body is limited as to what it can charge for copying and research costs. Unless noted elsewhere in the law the Sunshine Law governs the amount that can be charged for copies of public records. Note: 10 cents a copy for regular copies (legal size or smaller), duplicating time not to exceed average hourly rate for pay of clerical staff. May charge for actual cost of research time. For requests that may impose significant costs on the public body, custodians are encouraged to estimate costs (research and copying) and ask for payment before a request is filled. For electronic records, the cost cannot exceed the actual cost of making copies and the cost of a disk, tape or duplication medium.

10. There are special laws and rules that govern access to law enforcement and judicial records. Courts acting in their administrative capacity are subject to the Sunshine Law. The Supreme Court Operating Rule 2 provides specific rules governing public access to judicial records. Note: Law enforcement records are addressed in sections 610.100 to 610.200 RSMo. Law enforcement records are now subject to the presumption of openness **except** for pending investigations, criminal areas or if the giving the information would threaten a witness or jeopardize an investigation.

A copy of the 2004 Missouri Sunshine Law is available from the Office of the Missouri Attorney General or the website at www.ago.mo.gov.

“The three B’s” for Schools now mean Bullies, Bullets and Bombs

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Schools are facing new challenges as they continue to cope with the changes in our sense of security and the way it affects our schools. The staff of the Missouri Center for Safe Schools prepared “back to school” tips to get schools off to a safe start:

1. Make sure school personnel have conducted a safety and security survey of the school grounds and buildings. Establish access control to the buildings, good exterior lighting, and shrubbery maintenance that permits good visual surveillance. Make sure playground equipment and athletic fields are safe and appropriate. 2. Revise emergency management plans to include defined roles for school personnel and students. Equipment and supplies associated with emergencies must be secure and functional. Make sure classroom emergency plans are posted next to each exit door in each room, which is used for instruction. Make sure communication gear and protocols are in place and functioning.

3. Set dates for emergency drills and exercises.

4. Designate three times during the school year for key personnel to meet for review emergency procedures.

5. Meet with first responders (top police, fire, first aid officials) to review safety and emergency plans.

6. Make sure all school staff (including secretaries, custodians, cooks, aides and other staff personnel) know their roles in the event of a crisis.

7. Update all demographic and health data on students and school employees to allow rapid response in emergencies.

8. Update all emergency contact numbers and post them in appropriate places.

9. Provide information on bullying, harassment (including sexual harassment), and personal safety. Include the recognition of signs and the procedures to be followed when detected.

10. Advise all school personnel to be vigilant. Train them to be observant of potentially harmful behaviors relationships, circumstances and remarks. Provide them reporting procedures.

Missouri Safe Schools Science Lab Safety Update

Reprinted with permission from Missouri Safe Schools Newsletter

The Missouri Center for Safe Schools science lab safety committee received applications for lab clean-up assistance from 92 school districts (107 public schools), 1 charter school, and 1 parochial school by the December 20, 2003 deadline. The initiative has only resulted in funding for the clean-up at a few of the applying schools. Missouri Safe Schools continues to seek funding and will keep the applicants informed of our progress.

The committee developed a spreadsheet and called schools to clarify data. Over 2,424 different items were listed. The spreadsheets were turned over to the HAZMAT professionals from KCMO Household Hazardous Waste and the Department of Natural Resources for review, which resulted in a list of 1318 different chemicals.

Based on the information gathered from this project, Missouri Safe Schools is developing a training program on science lab safety. Each school cleaned up will receive a CD-ROM developed by Dr. Jack Gerlovich, Drake University, in collaboration with the project committee. The CD-ROM and the associated training will include information that science teachers in Missouri need to have available to them regarding safety standards. The CD-ROM will also include inventory management tools (for producing labels, separating non-compatibles, conducting inventories, generating material safety data sheets, etc.). The cost of the CD-ROM and associated training will be included in our grant application. Schools/districts not included in the grant application will have the opportunity to buy the CD-ROM at \$70 per copy when completed. Completion is expected by early September.

The Patriot Act's Mission: to Prevent Terrorist Attacks on US

The core tools of the Patriot Act are essential to the success of the single most important mission of the Department of Homeland Security - to prevent another terrorist attack from happening in the United States.

The Patriot Act includes two of the most powerful mechanisms available to America today to prevent future attacks. One is the potent new information sharing provisions and the second is the investigative tools of the Patriot Act -- many of which have been used for years to catch mafia dons and drug kingpins. Today those tools are being used by Homeland Security and other investigators across the country and overseas to identify, apprehend and stop terrorists before they can complete their plots.

The Homeland Security Information Network (HSIN) is one example of a new information sharing capability now in place. The Homeland Security Information Network allows multiple jurisdictions, disciplines, and emergency operation centers to receive and share the same intelligence and the same tactical information. Those who need to act on information now have the same overall situational awareness.

Homeland Security Preparedness Technical Assistance Program (HSPTAP)

The Department of Homeland Security (DHS), Office for Domestic Preparedness (ODP) is pleased to announce the Homeland Security Preparedness Technical Assistance Program (HSPTAP). HSPTAP provides direct assistance to State and local jurisdictions to improve their ability to prevent, respond to, and recover from threats or acts of terrorism involving chemical, biological, radiological, nuclear, and explosive (CBRNE) weapons. A primary objective of the program is to enhance the capacity of State and local jurisdictions to develop, plan, and implement effective strategies for CBRNE preparedness. Through HSPTAP, technical assistance (TA) may be provided to State and local governments, law enforcement, fire, hazardous materials, and other community agencies that have CBRNE preparedness responsibilities. All TA services are available to eligible recipients at no charge, as ODP will cover the cost of providing the technical expertise, travel, and related expenses.

Technical assistance will provide State and local jurisdictions with assistance that can accomplish one or more of the following objectives: Identify a problem; Address an identified problem; Address items in a corrective action plan from a completed exercise; and Fill "gaps" between equipment, training, and exercise programs.

The HSPTAP Catalog is online http://www.ojp.usdoj.gov/odp/ta_catalog.htm.